**DRAFT MINUTES**

**Amistad & Elm City College Prep   
Board Meeting**

**Wednesday, March 26, 2014**

**5:30-7:30 PM**

**Elm City College Prep ES**

407 James Street

New Haven, CT

A meeting of the Amistad & Elm City College Prep Board of Directors was held at Elm City College Prep Elementary School located at 407 James Street, New Haven, CT. The following members were attendance:

**Amistad Board Attendance:**

Katrin Czinger, AA Board - Yes

Lorraine Gibbons, AA Board - Yes

Michael Griffin, AA Board - Yes

Melinda Hamilton, AA Board - Yes

Toni Harp, AA Board - Yes

Andrew Lachman, AA Board - Yes

Jane Levin, AA Board - Yes

Khadijah Muhammad, AA Board - Yes

Bill Powers, AA Board - Yes

Michael Thomas, AA Board - Yes

Michael Van Leesten, AA Board - Yes

Sheri Gellman, AA Board - No

Howard Hill, AA Board - No

Dorsey Kendrick, AA Board - No

Paul McCraven, AA Board - No

Caroline Williams, AA Board - No

**Elm City Board Attendance:**

Erik Clemons, ECCP Board - Yes

Dick Ferguson, ECCP Board - Yes

Marnie Halsey, ECCP Board - Yes

Sharon Oster, ECCP Board - Yes

Patricia Pierce, ECCP Board - Yes

Lystra Richardson, ECCP Board - Yes

Laura Saverin, ECCP Board - Yes

Kate Stasik, ECCP Board - Yes

Pat Sweet, ECCP Board - Yes

Magaly Cajigas, ECCP Board - No

Carolyn Greenspan, ECCP Board - No

William Heins, ECCP Board - No

Deb Quinsee, ECCP Board - No

**Others in Attendance**:

D. Scot Kerr, AF Network Support - Yes

Kelonda Maull, AF Network Support- Yes

Sharon Richards, AF Network Support- Yes

Ken Paul, AF Network Support - Yes

Darryl Williams, AF Network Support - Yes

Melissa Bailey - New Haven Independent

Gaylord Bourne, AF Network Support - Yes

Tony Siddall, AF Network Support - Yes

Max Polaner, AF Network Support- Yes

Katie Poynter, School Leadership - Yes

Rebecca Good, School Leadership - Yes

**Call to Order**

Elm City Board Chair, Dick Ferguson called the meeting to order at 5:30 pm.

Public Comment

No public comment.

Reports:

Principal Reports (5:40, Rebecca Good, Katie Poynter)

Rebecca Good

* Highlights:
  + ECCP is raising money for Columbus House and scholars have been learning about how homelessness affects New Haven
  + Staffing - we are projecting that 85% of teachers will be returning, which is really strong. 100% of the math team is returning.
  + Homework - Trying to re-energize students and parents around homework completion
* Challenges:
  + Parent involvement - have had strong survey results from parents, but involvement could be stronger
  + Recent shooting in New Haven occurred 2 blocks away from the school and has really affected our students
* Questions:
  + Katrin asked how many hour of homework do students get each day
    - Rebecca: about 2 hours per day

Katie Poynter

* Great groundwork was laid down this year, but we still have a long way to go.
* Prioritized staff culture and student culture
  + Staff Culture: sign of strong momentum
    - strong staff attendance - due to improved culture
    - staff comfort with feedback has improved dramatically
    - teachers are submitting lesson plans for review and feedback
    - example of teacher commitment: teachers voluntarily spent a whole day on phone conference meetings, despite the fact that it was a snow day
* Melinda asked about IA results
  + Katie: overall, our IA growth is strong compared to other CT middle schools. Our goal is to make sure we celebrate successes, but keep a culture of urgency among the staff. We are also focusing on guided reading (with a much more robust system than before) to improve reading results.

Report of the Elm City Governance Committee (6:10, Marnie Halsey)

* Main Goal: achieve consistency in board meetings across all boards
* 3 general areas were identified for improvement at the summer retreat
  + responsibility and obligations
  + board composition and recruitment
  + board communication - suggested having a board manual
* Goals:
  + completing a board directory with resumes/bios
  + hoping to nominate potential candidates before the summer board meeting

Report of Amistad Joint High School Committee (6:20, Caroline Williams)

* Update provided by Dick in Caroline’s absence
* Hosted an opportunity for 10 board members and others at AF Amistad High to tour the school
* Chris Bostock presented to all visitors - and shared with visitors our goal to make sure our students leave the high school completely prepared for the rigors of college
* Overall, the meeting was excellent and gave board members and guest a very good sense of the high quality education students are receiving at our high school

Updates:

Advocacy & Internships (6:30, Tony Siddall)

* Summer internships - we don’t have any confirmed internship for New Haven yet (goal of 10 internship spots). Tony encouraged board members to reach out to their contacts to help get internships for our New Haven students.
* Advocacy - Pat Sweet shared the update
  + Thanked Mayor Harp, who led the way in the legislative battle for funding for charter schools
  + Next year will be an important year for charter schools - this year, we are trying to make sure that the funding that was promised is enacted
  + Another goal for this year is to get new charter schools in CT: during the hearing, the trend is that the opposition’s tactics have not been too compelling
  + At the legislature, there is a large concern with the common core, but it is still moving forward

School Leader Pipeline (6:40, Melinda Hamilton)

* Sarah Keenan talked to representatives from the board about the school leader pipeline
* Charter Network Accelerator - first meeting occurred in March and was very successful
* Joint principal committee:
  + purpose is to make sure the boards are more involved in the front end on principal selection and training
  + discussed the Principal in residence (PIR) program and the goals associated with the program

6. Adjourn to Individual Board Meetings (6:45)

**Adjourn**

The meeting was adjourned at 6:45 by Dick Ferguson.

**Minutes taken by**: Sharon Richards, Team Development

**Amistad Individual Board Meeting Minutes**

A meeting of the Amistad Board of Directors was held at Elm City College Prep Elementary School located at 407 James Street, New Haven, CT. The following members were attendance:

**Board Attendance:**

Katrin Czinger, AA Board - Yes

Lorraine Gibbons, AA Board - Yes

Michael Griffin, AA Board - Yes

Melinda Hamilton, AA Board - Yes

Andrew Lachman, AA Board - Yes

Jane Levin, AA Board - Yes

Khadijah Muhammad, AA Board - Yes

Bill Powers, AA Board - Yes

Michael Thomas, AA Board - Yes

Michael Van Leesten, AA Board - Yes

**Others in Attendance:**

Sharon Richards, AF Network Support-Yes

Melissa Bailey, New Haven Independent

Tony Siddall, AF Network Support

**Call to Order**

Board Chair, Melinda Hamilton called the meeting to order at 6:53.

**Board Business**

Khadijah: Reported on the meeting with Garth Harries to address the needs of parents in New Haven. Garth was very responsive to meeting and invited parents to join in on the efforts that already exist in New Haven. Khadijah and 2 other parents trained by FES initiated the meeting with Garth Harries

a. Approve minutes of November 25, 2013 meeting (Resolution 1)

NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of Amistad Academy hereby approves the 11/25/13 Meeting Minutes as drafted.

Moved: Katrin Czinger

Second: Khadijah Muhammad

All in Favor

b. Approve minutes of January 22, 2014 Joint Meeting (Resolution 2)

NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of Amistad Academy hereby approves the 1/22/13 Meeting Minutes as drafted.

Moved: Michael Thomas

Second: Lorraine Gibbons

All in Favor

c. Financial Report as of February 28, 2014 (Resolution 3)

NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of Amistad Academy hereby accepts the YTD financial report dated 2/28/14 as presented.

Michael Griffin reviewed the financial report for Amistad Academy. The high school’s under-enrollment is still causing fewer revenues. Bottom line - we are in good financial shape. We should be hiring a VP of finance within the next few weeks. The auditors are coming in every other month to oversee the financial processes and reported that they have been effective.

Moved: Jane Levin

Second: Katrin Czinger

All in Favor

**Board Discussion (7:10)**

The board voted to approve Cohn Reznick as the new auditors,

NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of Amistad Academy hereby ratifies the re-appointment of CohnReznik of Farmington, CT to perform the financial audit of the 2013-14 fiscal year, contingent on receipt of an acceptable fee proposal.

Moved: Michael Griffin

Second: Michael Thomas

All in favor

Marnie and other Board members put together a tracker for board engagement for each board member. Each board member will review their information on the tracker and make necessary updates. Melinda emphasized that 100% giving participation is very important for the board.

Board Metrics - one reason for this is to give the board members credit of the things that they do other than official meeting participation

Board Engagement / Survey – we will be making an effort to complete the survey earlier in the year to make sure we can engage with results. The Governance Committee will also be able to make revisions to the survey as they see necessary.

**Executive Session (7:20)**

The Board anticipates entering Executive Session to review the status of

Individual principals’ professional growth plans.

Vote to Enter Executive Session and to end Executive Session

Motion to Enter Executive Session

Moved: Bill Powers

Second: Lorraine Gibbons

All in Favor

Motion to End Executive Session

Moved: Andrew Lachman

Second: Katrin Czinger

All in Favor

**Adjourn**

Motion: Andrew Lachman

Second: Katrin Czinger

All in Favor

The meeting was adjourned at 7:20pm by Melinda Hamilton.

**Minutes taken by**: Sharon Richards, Team Development